# DoD "To-Be" End-to-End Procurement Process Model and Systems Maps

Phase 4: DoD "To-Be" Procurement Process Systems Maps Review

March 3-5, 1999

Game Plan
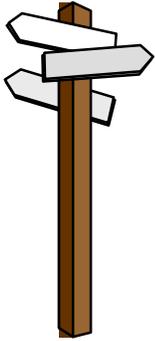
➢ **Become Familiar With DoD "To-Be" Procurement Process Systems Maps**

   Review Systems Mapping Conventions

   Review Role, System, and Transfer Mechanism Descriptions

   Walk Through a High-Level Overview of All Systems Maps

➢ **Participate in Systems Maps Working Sessions**

   € **Understand Scenarios, in Detail, Relative to the Map**

   € **Question and Answer Period--Identify and Resolve Issues, Questions, and Concerns**

Game Plan (cont'd)

Make Appropriate Changes to Documentation

Document Open Issues and Assign Action Items (As Necessary)

➢ **Discuss Next Steps**

Systems Maps

- **Segmented into Four Systems Maps**

  - **Requirement to Solicitation Map**

  - **Evaluation and Award Map**

  - **Administration and Payment Map**

  - **Financial Reporting and Contract Closeout Map**

- **Really All One Integrated Map**

- **Scenarios (Subprocesses) Developed for Each Map**

Systems Maps (cont'd)

- ➤ **Requirement to Solicitation Map**

  - ➤ **Funds Distribution**

  - ➤ **Requirement Development**

  - ➤ **Solicitation/Amendment**

  - ➤ **Synopsis and Release of Solicitation/Amendment**

Systems Maps (cont'd)

- **Evaluation and Award Map**

  - **Communication To and From the Offeror**

  - **Proposal Evaluation**

  - **Award and Modification**

  - **Committing Available Funds**

Systems Maps (cont'd)

- ## Administration and Payment Map

  - ### Shipping through Acceptance

  - ### Performance Monitoring

  - ### Contract Performance Communication

  - ### Payment

  - ### Request for Refund/Demand Letter and Collection

  - ### FMS Deposits

Systems Maps (cont'd)

➢ **Financial Reporting and Contract Closeout Map**

    ➢ **Contract Closeout**

    ➢ **Financial Reporting**

➢ **All Systems Maps**

    ➢ **Monitoring Funds**

Ground Rules

- During the Overview of the Systems Maps, Please Hold Your Questions Until the Question and Answer Period of the Systems Maps Working Sessions

- Each Systems Map Working Session Will Be Limited to Approximately 3 Hrs

- Consider the Question and Answer Period of Each Systems Map Working Session a Forum for Resolving Issues, Concerns, and/or Questions Pertinent to That Particular Systems Map

Ground Rules (cont'd)

➢ **Listen Carefully to Others for New Ideas/Insights**

➢ **Stick to the Conversation at Hand**

➢ **Attempt to Limit Conversations Surrounding Issues to No Longer Than 10 Minutes**

➢ **If an Issue Cannot Be Resolved, It Will Either Be Considered:**

- ● **An Outstanding Issue, Documented With a Proposed Recommendation**

- ● **An Action Item Documented With an Assignee**

Systems Mapping Conventions

Role

Input/output
Transfer
mechanism

System

Database/
Repository

Input/output (what)
Transfer
mechanism (how)
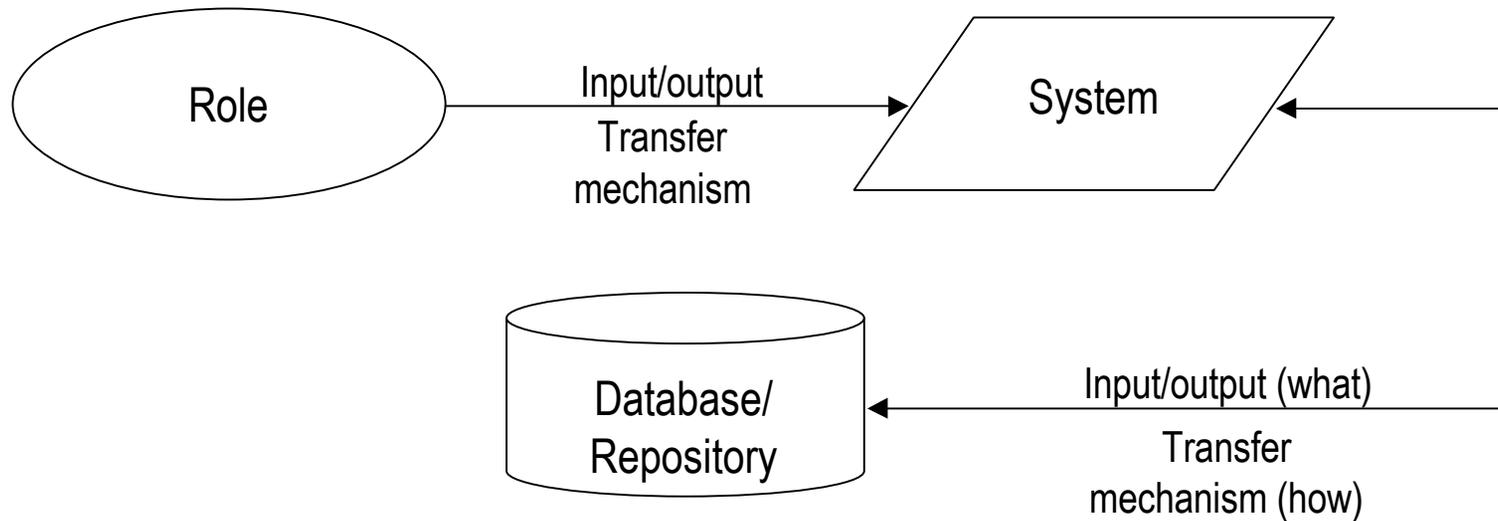
Intersecting vertical
and horizontal lines
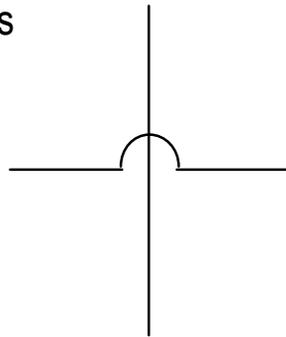
Inputs/outputs which
branch to multiple
processes

Input/output

Input/output

Input/output
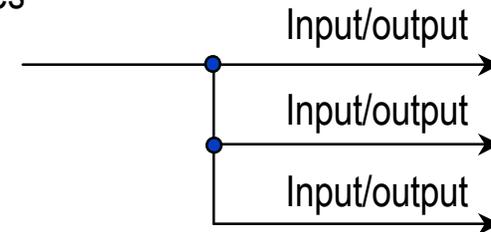
Role Descriptions

➤ **Accounting Office--Responsible for Day-to-day Financial Operations**

➤ **Awardee/Payee--Responsible for Providing Specific Goods and Services Per a Procurement Instrument**

➤ **Configuration Control Board--Responsible for Reviewing, Coordinating, and Approving Change Proposals**

➤ **Contract Administration Office--Responsible for Managing Administration Functions**

➤ **Contracting Office--Responsible for Acquiring Goods and Services**

➤ **Counsel--Responsible for Receiving and Dispositioning Patent Information**

➤ **DCAA--Responsible for Auditing Contractor Costs and Systems**

➤ **Disbursing Office--Responsible for Disbursing Funds**

➤ **DSCA--Responsible for Administrating Defense Security Cooperation Programs**

➤ **End User--Responsible for Establishing the Requirement for a Good or Service**

Role Descriptions (cont'd)

➢ **Evaluation Team--Responsible for the Evaluation of Proposals**

➢ **Financial Manager--Responsible for Ensuring Availability and Proper Use of Funds**

➢ **Industry--Responsible for Providing Goods and Services**

➢ **Offeror--Responsible for Proposing to Provide a Required Good or Service**

➢ **Industry/Other Interested Parties--Responsible for Obtaining Information About DoD Procurements**

➢ **Oversight Authorities (e.g. Service Secretariat, OSD, Service Hq)--Responsible for Providing Guidance in Procurement Activities**

➢ **Payment Office--Responsible for Determining Entitlement**

➢ **Public Affairs--Responsible for the Dissemination of Official Government Information to Congress and to the Press**

➢ **Receiving Activity--Responsible for the Receipts and/or Acceptance of Goods and Services**

Role Descriptions (cont'd)

- Related Government Agencies (e.g. SBA, DOL, Commerce, GSA)-- Responsible for the Administration of Government Programs

- Requiring Office--Responsible for Defining and Funding a Business Need for Goods and Services

- Review/Approving Officials (e.g. Counsel, SADBU, OSD, Service Secretariat, PEO, Service HQ, Congress, DoL (EEO), SBA, RO, Patent Counsel)-- Responsible for Authorizing a Given Action to Be Taken

- Service/Agency Comptroller--Responsible for Receiving and Distributing Authorized Funds

Systems Descriptions

➢ **Accounting Systems (e.g. STARS, DIAS)--Provides Funds Tracking in Services/agencies and Across Agencies**

➢ **Commerce Business Daily Net (CBDN)--a Web-based Version of the Publication Entitled Commerce Business Daily**

➢ **Central Contractor Registration (CCR)--Provides a Registry for Contractor Information**

➢ **Contractor Information System (CIS)--Provides Contractor Systems Information and Pre-award Survey Information**

➢ **Contractual Archives--Provides Storage of Closed Contract Files**

➢ **Defense Data Reporting System (DDRS)--Provides Financial Reports**

➢ **Defense Integrated Finance System Reengineered (DIFSR)--Provides Records of FMS Deposits**

Systems Descriptions (cont'd)

➢ **Defense Procurement Payment System (DPPS)--Provides Contractor and Vendor Pay Entitlement**

➢ **Defense Security Assistance Management System (DSAMS)--Provides Records of FMS Deposits**

➢ **Defense Standard Disbursement System (DSDS)--Provides the Disbursement of Funds**

➢ **DFAS Corporate Database/DFAS Corporate Warehouse (DCD/DCW)--Provides an Official Accounting Record for Commitments, Obligations, Expenses, Disbursements, and the Office Archive Record of Commitment, Obligation, Expense, Accrual, Disbursement, and Acceptance Information**

➢ **DoD Business Opportunities--Provides a Mechanism for Viewing and Responding to Solicitations**

➢ **Electronic Document Access (EDA)--Provides a Repository of Images of Contracts and Related Documents**

Systems Descriptions (cont'd)

➢ **E-Mall--Provides Access to Electronic Catalogues Via a Web-based Tool**

➢ **Financial Archives--Provides Storage of Closed Financial and Accounting Files**

➢ **Funds Distribution Systems--Provides Allotment and Allocation of Funds**

➢ **Past Performance Automated Information System (PPAIS)--Provides a Central Repository for Contractor Past Performance Information**

➢ **Quality Reporting Systems--Provide Information Regarding Failures on and Deficiencies in Supplies**

➢ **Requiring Systems (e.g. SMAS, CCSS, ABSS)--Provide the Ability to Generate, Track, and Manage Requirements**

➢ **Shared Data Warehouse (SDW--Provides a Central Repository for Contract Information**

➢ **Service Financial Management Systems (e.g. BCAS)--Provides Service Specific Funds Management**

Systems Descriptions (cont'd)

- **Service/OSD-Specific Contract Reporting Systems--Provides Information on DD 350 and 1067 Reports**

- **Service Specific Websites (e.g. NECO)--a Search Engine for Looking at Service-Specific Websites of Solicitations and Related Technical Information**

- **Specifications and Standards Systems (e.g. ASSIST)--Provides a Repository of Existing Military, Commercial, and Federal Specifications and Standards**

- **Standard Procurement System (SPS)--Provides Contract Authoring, Internal Document Management, and Electronic Filing**

- **SPS Data Entry Tool--Provides a Mechanism for Creating Procurement Requests to Feed SPS**

- **Wide Area Work Flow Tool (WAWF)--a Web-based Workflow Management Tool Used in Order to Route Information to Different Offices**

Transfer Mechanism Descriptions

A Transfer Mechanism Is Defined As the Means by Which Data Is Exchanged.

➤ **Direct Access--Application Which Requires Human to System Interface**

➤ **EDI (e.g. ANSI X-12 Format, User-defined Format, MILS)--Any Standard Form of Electronic Data Interchange**

➤ **EFT--Electronic Funds Transfer**

➤ **Electronic Media (e.g. CD, Tape, Floppy Disk)--Physical Electronic Medium**

➤ **E-mail--Message Distribution System**

➤ **File Transfer (e.g. Download, Upload, Replication)--System to System Link**

➤ **Generic Workflow Tool--Software That Aids the Routing of Documents for Review and Approval**

➤ **Link--Interface Between an Application and Its Underlying Database**

➤ **Outside Agency-Specific Tool--Software That Facilitates Obtaining Information, Reviews, or Approvals**

➤ **WWW--Direct Access Through a Browser**

Overview of Systems Maps: Requirement to Solicitation

➢ **The Requirement to Solicitation Map Depicts the Following:**

The Process of Ensuring Monies Are Available to Fund the Requirement

The Initiation of the Requirement and Related Documentation (e.g. Specifications, Sources Sought Synopsis)

The Process of and Communication Related to Developing and Amending Solicitation

The Process of Releasing the Solicitation and Associated Documentation

Overview of Systems Maps: Evaluation and Award

➢ **The Evaluation and Award Map Depicts the Following:**

Communication Between DoD Parties and the Offeror

The "Pre-award" Process of Requesting and Reviewing a Pre-award Survey, Reviewing Contractor Capability (Including Past Performance and Contractor System Status), Auditing Proposals, and Evaluating Offers

Awarding a Contract--the Process of Creating and Distributing the Award and Associated Documentation to the Appropriate Parties

The Process of Committing Available Funds

Overview of Systems Maps: Administration and Payment

➢ **The Administration and Payment Map Depicts the Following:**

The Acceptance of a Good and/or Service From Shipping to the Generation of Acceptance and Distribution of Acceptance Data

Communication During Performance Amongst DoD Parties and Between DoD and the Awardee

The Payment of a Good and/or Service From the Initiation of a Payment Request to the Generation of Payment Instruction and Distribution of Payment to the Awardee/Payee

The Collection of Monies Owed From an Awardee/Payee

The Deposit of FMS Funds

Overview of Systems Maps: Financial Reporting and Closeout

➢ **The Financial Reporting and Closeout Map Depicts the Following:**

The Closeout Process--from the Notification of Final Payment and Delivery to the Development of a Closed Contract Checklist to the Closeout of Contract and Financial and Accounting Files

The Creation and Distribution of Financial Reports

➢ **All Maps Depict the Following:**

The Process of Monitoring Funds